

APPROVED
12/21/2021

TOWNSHIP OF POWELL

P.O. BOX 319
BIG BAY, MICHIGAN 49808
(906) 345-9345

POLICY FOR TOWNSHIP PURCHASING

THE TOWNSHIP BOARD WILL ALLOW PURCHASING OF \$300.00 WITHOUT BOARD APPROVAL, AND IS LIMITED TO ONE (1) A MONTH, PER DEPARTMENT, BETWEEN TOWNSHIP BOARD MEETINGS. DEPARTMENT HEADS ONLY WILL BE ALLOWED TO USE THIS PURCHASE SYSTEM. REQUISITION FORMS AND PURCHASE ORDER NUMBERS ARE STILL NEEDED FOR ALL OTHER PURCHASES ALONG WITH BOARD APPROVAL.

EMERGENCY SITUATIONS WILL BE HANDLED ON A ONE TO ONE BASIS.

EFFECTIVE 12-21-2021

POWELL TOWNSHIP BOARD DATE APPROVED 12-21-2021

Wendy Turner
SUPERVISOR

M. Wolf
CLERK

Kelli Santilli
TREASURER

Doreen December
TRUSTEE

Denise Hudson
TRUSTEE